

**THE BOARD OF TRUSTEES OF THE CUYAHOGA FALLS LIBRARY and
The William and Margaretta Taylor Memorial Association**

**REGULAR MEETING
Tuesday, January 25, 2022
Sutliff Room**

CALL TO ORDER

Deborah Ziccardi called the meeting to order at 7:00 pm.

ATTENDANCE:

Deborah Ziccardi, Rick Rubin, Sean Blake, Cheryl Bruce, Mike Dunton, Darien Genova, Robert Heydorn, Marcia Liikala, Robin Worthington, Fiscal Officer Laura Searle and Library Director Valerie Kocin.

ATTENDED VIA ZOOM: Sandra Zirke

GUESTS: Mary Ann Kenny, Emily Smayda Kelly (via zoom)

ADOPTION OF AGENDA

Rick Rubin moved to accept the agenda. The motion was seconded by Mike Dunton and passed unanimously.

ADOPTION OF THE MINUTES

A motion to approve the minutes of the *Regular Meeting* of December 21, 2021, was made by Sean Blake and seconded by Mike Dunton. The motion passed unanimously.

RESOLUTION 2022-01: Cheryl Bruce moved that the Cuyahoga Falls Library Board of Trustees approve the 2022 slate of officers presented by the Nominating Committee. Sean Blake seconded, and the motion passed unanimously.

President: Deborah Ziccardi

Vice President: Rick Rubin

Secretary: Sean Blake

Treasurer: Sandra Zirke

RESOLUTION 2022-02: Sean Blake moved that the Cuyahoga Falls Library Board of Trustees approve the appointment of Laura Searle as Fiscal Officer for 2022. Rick Rubin seconded, and the motion passed unanimously.

RESOLUTION 2022-03: Marcia Liikala moved that the Cuyahoga Falls Library Board of Trustees approve the appointment of Amanda House as Deputy Fiscal Officer for 2022. Nikki Cebula seconded, and the motion passed unanimously.

TREASURER'S REPORT

Laura Searle presented the December 2021 bills in the amount of \$318,722.19. A motion to approve payment was made by Rick Rubin, seconded by Sean Blake, and passed unanimously.

The various fund balances as of December 31, 2021 are as follows:

General Fund	\$3,007,126.69
Special Revenue Fund	\$8,831.50
Building Fund	\$11,657.15
Endowment Fund	\$54,721.15
Affleck Scholarship	\$51,982.43
CLERK'S BALANCE	\$3,134,318.92

The month-to-date Bank Report as follows:

Huntington Checking	\$4,522.25
Petty Cash & Change	\$110.00
Dollar Bank Checking	\$26,982.63
Star Ohio	\$3,102,674.04
TOTAL	\$3,134,318.92

Sean Blake moved to approve the Treasurer's Report, subject to audit; seconded by Mike Dunton. The motion passed unanimously.

The following donations were received in December: \$100.00 from Patricia Schoner

RESOLUTION 2022-04: Cheryl Bruce moved that the Cuyahoga Falls Library Board of Trustees approve the December donations, increasing the Adult Fiction expense line (101.1.54150) by \$100.00. Mike Dunton seconded, and the motion passed unanimously.

RESOLUTION 2022-05: Sean Blake moved that the Cuyahoga Falls Library Board of Trustees approve transferring \$5,396.86 from the Contingency expense account line (101.0.58900) to Security & Monitoring Services (101.0.53370) expense account line effective December 31, 2021. Mike Dunton seconded, and the motion passed unanimously.

RESOLUTION 2022-06: Nikki Cebula moved that the Cuyahoga Falls Library Board of Trustees approve increasing the Special Funds Outside Services expense account line (201.0.53700) for the 2021 Special Fund Budget by \$3,000.00 to account for the LSTA CARES Act mini-grant. Rick Rubin seconded, and the motion passed unanimously.

RESOLUTION 2022-07: Sean Blake moved that the Cuyahoga Falls Library Board of Trustees approve transferring \$700,000.00 from the General Fund (101) to the Building Fund (401). Marcia Liikala seconded, and the motion passed unanimously.

BOARD PRESIDENT REPORT

Ms. Ziccardi welcomed Robin Worthington to the Board as the appointee from the Cuyahoga Falls School Board. Mike Dunton was also reappointed by the mayor. Remember to choose the library as your AmazonSmile charity, sign up for the library's emails, and follow the library on social media. She thanked our generous donors this month that included Friends of the Library and Patricia Schoner. She thanked the director and library staff for continuing to implement safety protocols to ensure the staff and patrons are as safe as possible during the ongoing pandemic. She congratulated Steve DiPerna on his retirement after 23 years of service. According to the bylaws, standing committees are Art, Building, Finance, Friends, Graefe, and Scholarship. Ad hoc committees that have assembled but which are not included in the bylaws as standing committees include Records Retention, Personnel Review, Strategic Planning, ByLaws/Policies Review Committee.

2022 committees will be as follows:

Art: Rick Rubin (chair), Darien Genova, Marcia Liikala, Robin Worthington

Building: Mike Dunton (chair), Robert Heydorn, Cheryl Bruce

Finance: Sandra Zirke (chair), Laura Searle

Friends of the Library: Sean Blake (chair)

Scholarship: Cheryl Bruce (chair), Darien Genova, Nikki Cebula

Records Retention: Sandra Zirke (chair), Debbie Ziccardi, Laura Searle

Personnel: Cheryl Bruce (chair), Nikki Cebula, Sandra Zirke, Rick Rubin

Strategic Planning: Rick Rubin (chair), Cheryl Bruce, Sandra Zirke

Graefe: Marcia Liikala (Marcia Liikala), Robin Worthington

ByLaws/Policy: Robert Heydorn (chair), Sean Blake, Nikki Cebula

Ms. Ziccardi would like each committee to meet within the next three months to discuss their charge as a committee, a standing agenda, and a meeting schedule. Minutes will need to be submitted for each meeting held. Each chairperson should report their findings at the April meeting.

COMMITTEE REPORTS

A. BUILDING:

Mike Dunton requested that the Director share with the entire Board AECOM's Energy Efficiency Report prior to the next meeting. The findings state that the library is 10% more efficient than the average new building. We are currently over air-exchanging, which means we are reducing the risk of Covid. We can reduce the level of air exchange later. Three suggestions made were reprogramming the equipment to reduce air exchange, change the temperatures in the building, and replace the huge single-pane windows. We now have a blueprint to move forward with making the building more energy efficient. The building is the lifeblood of the library and it needs to be maintained.

DIRECTOR'S REPORT

The library was closed on Monday, January 17 due to heavy snowfall. Next week the staff will participate in Staff Development Week provided by NEO-RLS focusing on self-care. The Winter Reading Program has begun. We have partnered with Ohio Means Jobs, and they will have a representative at the library every Monday. The new owl camera is being used at tonight's meeting and library counsel Emily Smayda Kelly is present via zoom.

Deborah Ziccardi asked whose responsibility it is to shovel sidewalks around the library. Valerie Kocin responded that the library is, and they will be cleared in a timely manner.

UNFINISHED BUSINESS

A copy of the Ethics Statement will be distributed at the end of the meeting. Cheryl Bruce asked about the status of the exterior entrance lights and Valerie Kocin responded that the bulbs are scheduled to be replaced.

Robert Heydorn moved to enter into Executive Session for the purpose of discussing the compensation of a public employee at 7:54pm. Mike Dunton seconded, and roll call vote was called:

Mike Dunton – yes
Deborah Ziccardi – yes
Cheryl Bruce – yes
Darien Genova – yes
Marcia Liikala – yes

Nikki Cebula – yes
Rick Rubin – yes
Robert Heydorn – yes
Robin Worthington – yes
Sean Blake – yes

The Board entered into Public Session at 8:40pm.

RESOLUTION 2022-08: Robert Heydorn moved to reconsider Resolution 2021-39. Darien Genova seconded, and roll call vote was called:

Mike Dunton – yes
Deborah Ziccardi – yes
Cheryl Bruce – yes
Darien Genova – yes
Marcia Liikala – yes

Nikki Cebula – yes
Rick Rubin – yes
Robert Heydorn – yes
Robin Worthington – yes
Sean Blake – yes

The motion passed unanimously.

RESOLUTION 2022-09: Robert Heydorn moved to adopt Resolution 2021-39. Mike Dunton seconded, and roll call vote was called:

Mike Dunton – no
Deborah Ziccardi – no
Cheryl Bruce – no
Darien Genova – no
Marcia Liikala – no

Nikki Cebula – no
Rick Rubin – no
Robert Heydorn – no
Robin Worthington – no
Sean Blake – no

The motion failed unanimously.

ADJOURN

The meeting adjourned at 8:42 pm.

Approved By,

Respectfully Submitted By,

Deborah Ziccardi, Board President

Sean M. Blake, Secretary/Is